

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
October 8, 2018
Meeting begins at 9:30 a.m.
Administration Building Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Mr. Dodero, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Swordes, Building Inspector
Ms. Villalobos, Recording Secretary

5. APPROVAL OF MINUTES:
Regular Meeting Minutes of September 10, 2018
Special Meeting Minutes of September 25, 2018 (p.3)

6. BUILDING INSPECTOR'S REPORT Mr. Swordes
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 4-5)
 - a. Discuss and vote to approve/deny permit for Unit 236-H (p.6)
 - b. Discuss and vote to approve/deny permit for Unit 234-A (p.7)
 - c. Discuss and vote to approve/deny permit for Unit 235-C (p.8)
 - d. Discuss and vote to approve/deny permit for Unit 237-G (p.9)

7. GRF REPRESENTATIVE Mr. Dodero

8. **UNFINISHED BUSINESS**

- a. Discuss and vote to ratify adopted/posted Policy 7490.pb.09 – Payment and Performance Bond (p. 10-11)
- b. Discuss and vote to re-post amended Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers (p. 12-13)
- c. Discuss and vote to ratify amended/posted Policy 7405.09 Flooring and Floor Covering Permits (p. 14-19)
- d. Updates from Physical Property

9. **NEW BUSINESS**

- a. Discuss and vote to adopt Policy 7027 – Temporary Relocation During Repair and Maintenance (p. 20-21) Mrs. Schnauffer
- b. Discuss and vote to adopt Policy 7731.09 – Internal Dispute Resolution (p.22-23) Mrs. Schnauffer
- c. Discuss Carport Inspections Mrs. Schnauffer
- d. Discuss and vote to approve/deny accepting Bids for the replacement of lights in carports and laundry rooms (p. 24) Ms. McCown

(10-02-18cv)

NEW BUSINESS (continued)

- e. Update on Holiday Party Ms. Turner
- f. Discuss and vote to approve/deny Optum Care as Guest Speaker at the November 2018 Board Meeting (p. 25) Ms. Schnauffer
- g. Discuss and vote to cancel Special Meetings in October, November and December 2018. (p. 26)
- h. Discuss and vote to cancel the December 10, 2018 Regular Board Meeting (p. 27)
- i. Discuss and vote to approve/deny additional guest passes for 2019 (p. 28)
- j. Discuss and vote to accept the CliftonLarsonAllen LLP Engagement letter for the 2018 Audit (p. 29)
- k. Discuss Draft Bylaws

STAFF BREAK BY 11:00 A.M.

- 10. SECRETARY / CORRESPONDENCE Ms. Mayer
- 11. CHIEF FINANCIAL OFFICERS REPORT Mrs. Turner
- 12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 13. ANNOUNCEMENTS
 - a. **NEXT REGULAR MEETING: Monday, November 6, 2018**
Administration Building Conference Room A
- 14. COMMITTEE REPORTS
- 15. DIRECTORS' COMMENTS
- 16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
- 17. ADJOURNMENT
- 18. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
September 25, 2018
9:30 a.m.**

A Special Meeting of the Board of Directors of Seal Beach Mutual Nine was called to order by President Schnauffer at 9:30 a.m. on Tuesday, September 25, 2018, in Clubhouse 3, Room 9.

Those members present were: President Schnauffer, Vice President Dodero, CFO Turner, and Directors McFadden, McCown. Absent was Secretary Mayer and Director Michlin.

The purpose of the meeting was to discuss fire and carport inspections, available rental storage cabinets, adopting Policy 7027 – Temporary Relocation During Repair and Maintenance, and the need to speak with Legal Counsel about HOA Insurance, responsibility of trees on Foxburg St and north of Foxburg. Also discussed the Holiday party on November 29th and canceling Special meetings in November, December to include the Regular Board meeting scheduled December 26, 2018.

President Schnauffer adjourned the meeting at 10:45 a.m.

Attest
Beth Mayer, Secretary
SEAL BEACH MUTUAL NINE
cv:10/02/18

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(09) NINE**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **OCTOBER 8TH, 2018**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
217 C	CARPORT CAB/SLDG DOOR	BOTH	04/06/18	12/14/18	NO	NONE	BERGKVIST
206 L	HEATPUMP	BOTH	05/10/18	08/20/18	NO	7/25/18 FINAL	YES REMODELING
231 I	ELEC/STUCCO/LAV/DOOR	BOTH	05/11/18	09/30/18	NO	8/14/18 FINAL	LW DÉCOR
206 i	5 WINDOWS	BOTH	06/19/18	08/29/18	NO	7/24/18 FINAL	RENEWAL BY ANDERSON
223 G	RAISE SEAT 7"(shower)	GRF	06/28/18	08/16/18	NO		NUKOTE
223 C	WASHER/DRYER/TILE	BOTH	06/19/18	08/31/18	NO	8/6/18 FINAL	KRESS
211 i	ENCLOSED SHOWER	BOTH	07/25/18	12/25/18	NO	9/20/18 DRYWALL	LOS AL BUILDERS
228 D	WINDOWS/2 SLIDERS	BOTH	07/25/18	10/31/18	NO	RECALL FINAL	LOS AL BUILDERS
211 C	E/Z ACCESS TUB/GRABBAR	BOTH	07/30/18	09/28/18	NO	9/7/18 FINAL	NUKOTE
235 E	5 WINDOWS	BOTH	07/26/18	08/31/18	NO		BROTHERS GLASS
227 E	E/Z ACCESS TUB/GRABBAR	BOTH	07/26/18	09/20/18	NO	9/7/18 FINAL	NUKOTE
209 L	AC/HEAT PUMP	BOTH	10/01/18	01/01/19	NO		GREENWOOD
224 B	AC/HEAT PUMP	BOTH	09/26/18	12/26/18	NO		GREENWOOD
230 A	6 WINDOWS/DOOR	BOTH	07/06/18	10/06/18	NO		BODIES GLASS SERVICE
228 L	REMOVE ELEC/LIGHT INST	BOTH	09/11/18	09/18/18	NO		OGAN CONSTRUCTION
214 G	ENTRY/WALKWAY	BOTH	09/01/18	12/01/18	NO		BJ&CO
212 G	COUNTERTOPS/KIT/BATH	BOTH	08/20/18	12/30/18	NO		LOS AL BUILDERS
213 D	CARPORT CAB 114 # 9	GRF	09/15/18	10/30/18	NO	9/24/18 FINAL	IMAGINATION UNLIMITED
228 L	REROUTE ELEC/LIGHTS	BOTH	09/11/18	09/18/18	NO		OGAN
224 B	DOOR/SLIDER/WINDOW	BOTH	11/05/18	11/19/18	NO		SEAPORT SASH&DOOR
211 E	REPLACE ALL SWTCH/OUT	GRF	09/15/18	11/15/18	NO	9/20/18 FINAL	BERGIN ELECTRIC
227 D	FLOORING/PATIO CARPET	GRF	09/20/28	10/20/18	NO	10/1/18 FINAL	KARYS CARPETS
212 J	CARPORT CAB/ 113 # 4	GRF	09/25/18	10/25/18	NO	10/1/18 FINAL	IMAGINATION UNLIMITED
234 A	PATIO/WALKWAY TILE	GRF	10/20/18	11/30/18	NO		ALPHA MASTERS
209 E	RAISE SEAT 7"(shower)	GRF	10/01/18	11/01/18	NO		NUKOTE
235 E	AC/INDOOR/OUTDOOR	BOTH	09/21/18	10/31/18	NO		SK COOLING
237 G	LAMINATE/DEMO TILE	GRF	09/30/18	10/30/18	NO		KARYS CARPETS
235 C	PATIO TILE/MOW EDGE	GRF	10/20/18	11/30/18	NO		ALPHA MASTERS
206 J	CARPORT CAB/ 104 # 12	GRF	09/30/18	10/30/18	NO		IMAGINATION UNLIMITED
237 G	DECOBLOCK/REMOVE/CAP	GRF	09/25/18	10/25/18	NO		MAMUSCIA
217 G	REMODEL	BOTH	06/08/18	10/15/18	NO	9/28/18 FRAMING	LOS AL BUILDERS
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
226A		04/03/18	07/19/18	07/26/18	07/26/18	09/14/18	
226 G		11/24/17	02/22/18	03/01/18	03/15/18	04/09/18	
214 K		12/26/18	02/27/18	02/28/18	03/14/18	03/20/18	
219 H		02/27/18	03/27/18	04/16/18	04/16/18	08/09/18	
231 I		02/02/18	04/06/18	04/11/18	04/25/18	04/30/18	
206 G		05/30/18	06/28/18	06/29/18	07/12/18	08/17/18	
222 G		04/12/17					
223 F		03/19/18	08/22/18	08/22/18	08/30/18	09/19/18	
228 L		06/27/18	07/16/18	07/16/18	07/18/18	08/10/18	
235 E		12/29/17	07/02/18	07/03/18	07/18/18	08/09/18	
215 L		03/06/18					
218 K		01/16/18					
221 L		02/02/18	08/10/18	08/13/18	08/23/18		
222 A		01/23/18					
212 K		06/08/18					
232 E		06/20/18	09/24/18				

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
226 L		06/21/18					
216 B		06/21/18					
208 A		06/20/18	07/23/18	07/30/18	08/23/18	08/24/18	
227 G		07/16/18					
206 F		08/06/18	09/19/18	09/24/18			
211 E		09/11/18					
210 G		09/14/18					
206 L		09/20/18					
210 H		09/20/18					
227 D							
236 D		08/06/18					
216 K		07/10/18					

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
 FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS	
CONTRACTOR	PROJECT
PINNACLE	JULY 1ST 2018-JUNE 30TH 2021
FENN PEST CONTROL	APPROVED BY BOD 6/12/17
HUTTON PAINTING	START DATE 8/21/17 COMPLETE 1/22/18
NELSON PLUMBING (REPIPE)	COMPLETED IN MAY
KRESS	JULY 16TH -AUGUST 6TH 2018 PAINT BLDGS 215-218
NELSON PLUMBING (REPIPE)	BLDGS 215-218 JULY 10TH-AUGUST 2ND
OCTOBER 1ST 217 C	LET NUKOTE IN TO FINISH SHOWER REPAIR AFTER REPIPE

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 236-H
(BUILDING INSPECTOR REPORT ITEM A)
DATE: OCTOBER 8 2018
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 236-H as submitted work to be done by Los Al Builders.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 234-A
(BUILDING INSPECTOR REPORT ITEM B)
DATE: OCTOBER 8 2018
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 234-A as submitted work to be done by Alpha Master.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 235-C
(BUILDING INSPECTOR REPORT ITEM C)
DATE: OCTOBER 8 2018
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 235-C as submitted work to be done by Alpha Master.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 237-G
(BUILDING INSPECTOR REPORT ITEM D)
DATE: OCTOBER 8 2018
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 237-G as submitted work to be done by Mamuscia Construction.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY ADOPTED/POSTED POLICY 7490.PB.09 – PAYMENT AND PERFORMANCE BOND (UNFINISHED BUSINESS ITEM A)
DATE: OCTOBER 8, 2018
CC: MUTUAL FILE

At the August 13, 2018, Board Meeting, the Board of Directors adopted Policy – 7490.pb.09- Payment and Performance Bond.

The 30-day posting requirement has been met and on October 8, 2018, the Board of Directors will vote to ratify the adopted/posted Policy 7490.pb.09 – Payment and Performance Bond (attached).

I move to ratify adopted/posted Policy 7490.pb.09 – Payment and Performance Bond.

MUTUAL OPERATIONS**ADOPT DRAFT****PHYSICAL PROPERTY****Performance Bond – Mutual Nine**

RESOLVED, Performance Bond – permits for any construction work valued at more than \$10,000 performed in Mutual Nine shall require a Performance Bond. The bond shall require sufficient funds in the event the work is not completed on time and according to approved plans and also to the satisfaction of Mutual Nine for good cause. Exceptions are as follows:

1. The contractor is listed on the Physical Property list of approved contractors, and
2. The contractor has completed more than \$100,000 per year in contracts in Leisure World for the last three years.

MUTUAL**ADOPTION**

NINE:

(draft created on 08-01-18 ka)

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RE-POST POLICY 7541– CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS
(UNFINISHED BUSINESS ITEM B)
DATE: OCTOBER 8, 2018
CC: MUTUAL FILE

At the August 13, 2018, Board Meeting, the Board of Directors adopted Policy – 7541 Co-Occupants, Qualified Permanent Residents and Health Care Providers

The 30-day posting requirement has been met and on October 8, 2018, the Board of Directors will vote to re-post Policy 7541 Co-Occupants, Qualified Permanent Residents and Health Care Providers with amendments to civil codes. (attached).

I move to re-post Policy 7541 Co-Occupants, Qualified Permanent Residents and Health Care Providers on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS****Co-Occupants, Qualified Permanent Residents and Health Care Providers**

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

- a. Senior citizens, as defined in California Civil Code Section ~~51.3(c)(1)~~ **51.3(b)(1)**, who are not members but are approved by the Mutuels to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)
- b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.
 - i.) Is 55 years of age or older
 - ii.) Has completed the Co-Occupant Application
 - iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
 - iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

- a. Persons who are not senior citizens as defined in California Civil Code Section ~~51.3(c)(1)~~ **51.3(b)(1)**, who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section ~~51.3(c)(2)~~, **51.3(b)(2)**, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

- a. Permitted health care residents, as defined in California Civil Code Section ~~51.3(c)(6)~~ **51.3(B)(7)**, shall be required to obtain a Caregiver Pass and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY AMENDED/POSTED POLICY 7405.09
FLOORING AND FLOOR COVERING PERMITS
(UNFINISHED BUSINESS ITEM C)
DATE: OCTOBER 8, 2018
CC: MUTUAL FILE

At the August 13, 2018, Board Meeting, the Board of Directors amended Policy – 7405.09 Flooring and Floor Covering Permits

The 30-day posting requirement has been met and on October 8, 2018, the Board of Directors will vote to ratify the amended/posted Policy 7405.09 Flooring and Floor Covering Permits (attached).

I move to ratify adopted/posted Policy 7405.09 Flooring and Floor Covering Permits

MUTUAL OPERATIONS**AMEND****PHYSICAL PROPERTY****Flooring and Floor Covering Permits - Mutual Nine**

RESOLVED, Effective immediately that Mutual Nine (9) requires a GRF Building Permit for all floor covering, including carpet, installed at shareholder expense. Both interior and patio/porch floor covering require a GRF Building Permit. All installed flooring must have attached to the permit the flooring manufacturer's specifications.

Reasons for this requirement include:

- Assurance that no asbestos containing material is removed or comprised.
- No Mutual Property is damaged.
- Interior/Exterior Patio/Porch flooring is appropriate (for example, if tile on patio and interior of the unit it must have a nonskid rating (C.O.F. min. 6.0. wet and .65 dry)
- Shareholder understands what is and what is not allowed.
- Shareholder understands that Mutual Nine (9) is not responsible for damage to or failure of flooring purchased and installed at any time by a shareholder.

~~FURTHER, That this RESOLUTION dated January 01-25-2017 be attached to the permit and signed by the shareholder and installer or contractor.~~

Shareholders Responsibility for Flooring Upgrades or Change

~~Personal Property/Liability Insurance – Mutual Nine Policy 7701.9 states; The Mutual's Master Insurance Policy covers the Mutual's buildings and common areas including properly permitted expansions, but for standard building materials only. It does not cover non-standard items such as upgraded doors, bay windows, triple pane windows, flooring, window treatments, special countertops, heat pumps/air conditioning, dishwashers, washer/dryers, microwaves, and other special appliances. Earthquake damage is not covered by the Mutual's policy.~~

~~When If damage occurs to a Unit's flooring, and the Shareholder believes that the Mutual may have an obligation regarding such damage, the following steps must be taken:-~~

~~1. The Shareholder will call their HO6 Insurance Company and have their Adjuster estimate the damage, depreciation and value of the flooring. A copy of the estimate/claim from the Shareholders Insurance Company will be given to the Mutual. If the Shareholder does not have HO6 Insurance, (their are in violation of their Occupancy Agreement), or refuses to contact their HO6 Insurance Company and present the estimate/claim to the Mutual the Mutual will then only pay for Standard Original building Material replacement which was linoleum tile. ONLY in the rooms were the damage occurred. ONLY, for the original (standard) square footage of the room when the building were originally built.~~

MUTUAL OPERATIONS**AMEND****PHYSICAL PROPERTY****Flooring and Floor Covering Permits - Mutual Nine**2

1. The Shareholder must submit a written request to the Mutual for an evaluation of the flooring and damage at issue. The request must contain the date of the damage, the cause of such damage as understood by the Shareholder, the specific location of the damage, and any other relevant information. If photos or diagrams of the area are available, those should be included with the request.

2. Within [days] of receiving such request, GRF, Physical Property will send an Inspector/Contractor to determine the cause of the damage, square footage which is of the damaged area, type of flooring damaged, condition of flooring in general, and check for flooring or building permits issued for the unit. The Inspector/Contractor will and then estimate provide the a scope of the work to repair along with an estimate for the costs. A copy of this information will be given to the Shareholder.

323. If the damage was caused by the Shareholder or their his/her Contractor or guests due to repairs, remodeling, appliances or negligence, etc., the Shareholder will be responsible for the damage and repair costs, including for any and any damaged done to other units or Mutual property.

434. If the damage was caused by Mutual owned material components, (roofing, plumbing, water heater, etc.), the Mutual will pay the depreciated value, or square foot price of standard building materials linoleum tile and Labor only for the flooring, ONLY in the rooms where the damage occurred, ONLY, for the original (standard) square footage per room when the building were as originally built (see square footage below and Floor plan attached). Only fFor Properly Permitted Expansions, at the depreciated value or the Mutual will pay the square foot price of standard building materials and Labor only. The Price of Labor and the price of Standard material for replacement will be determined by the Board of Directors of Mutual Nine at the going rates at the time of damage.

5. The Mutual will not replace or pay the cost of seamless flooring. All flooring replacement will have a transition/break between the rooms (see square footage below with room description and attached Floor Plan) that are replaced by the Mutual.

65. The Estimate/Claim from the HO6 Insurance Company and the Physical Property/Contractor reports will then go to the NEXT meeting of the Board of Directors of the Mutual Nine to be reviewed. Once the Board of Directors of the Mutual Nine has made their determination, taken into account the about steps, the Shareholder will be sent a letter with the Boards decision.

6. The Mutual will not replace or pay the cost of upgraded and/or-seamless flooring. All flooring replacements will have a transition/break between the rooms (see square footage below with room description and attached Floor Plan) that are replaced by the Mutual.

MUTUAL OPERATIONS**AMEND****PHYSICAL PROPERTY****Flooring and Floor Covering Permits - Mutual Nine**

7. If the Shareholder prefers replacement of the flooring with the upgraded material, the Shareholder may contact their HO6 Insurance Company to file a claim. A copy of the estimate/claim from the Shareholders Insurance Company must be given to the Mutual. Shareholders without HO6 Insurance are in violation of their Occupancy Agreement.

ORIGINAL SQUARE FOOTAGE OF THE ROOMS (*See attached Floor Plan)**ONE BEDROOM UNIT**

136 Sq. Ft. Kitchen

58 Sq. Ft. Hall

55 Sq. Ft. Bathroom

132 Sq. Ft. Bedroom

183 Sq. Ft. Living Room

138 Sq. Ft. Patio

TWO BEDROOM UNIT

136 Sq. Ft. Kitchen

58 Sq. Ft. Hall

55 Sq. Ft. Bathroom

132 Sq. Ft. Bedroom

186 Sq. Ft. Living Room

151 Sq. Ft. Den

341 Sq. Ft. Patio

1. Occupancy Agreement Article 1 (d) states: "...Members shall be responsible for obtaining personal property insurance for the purpose of insuring Member's personal property within Members' dwelling unit, alterations made to dwelling unit by Member during the term hereof, and alterations made to the dwelling unit by previous occupants thereof."

2. Occupancy Agreement Article 11(a), sets forth the repair and maintenance obligations of the shareholder's members with respect to their units. Subsection (3) states: "Any repairs or maintenance of improvement and component parts thereof that were added by member or previous member(s) (whether within the interior or exterior to the unit) and other added items within the interior surfaces of the perimeter walls, floors and ceiling of the dwelling unit"..."

MUTUAL OPERATIONS

AMEND

PHYSICAL PROPERTY

Flooring and Floor Covering Permits - Mutual Nine

3. Mutual Policy 7505.09 states: "...all additions or alterations to the apartment become Mutual property when attached to the building, and under the resident permit for alterations or additions, the shareholder agrees that they "...will not look to the Golden Rain Foundation or the Mutual Corporation for reimbursements for, or maintenance of, the addition or the alteration, ..."

4. Mutual Policy 7701.9, states: "Shareholders, whether residing in their unit or not, shall carry insurance to cover any damage to their unit for which they are responsible and to cover any damage to adjacent units for which they are responsible."
Shareholders Responsibility for Flooring Upgrades or Changes

5. For further Insurance information please look at Leisure World website under GRF Documents then the file for Master Insurance Policy.

FURTHER, That this RESOLUTION dated ~~January 01-25-2017~~ Current date be attached to the permit and signed by the shareholder and installer or contractor. FURTHER, That the Shareholder in signing this attached document is agreeing to follow the Policy, purchase HO6 Insurance (if not already purchased) and understands their responsibilities in with respect to changing the flooring in their units flooring.

Shareholder:

Signature: _____ Apt# _____

Print Name: _____ Date: _____

Installer/Contractor:

Company Name: _____ License No. _____

Signature: _____ Date _____

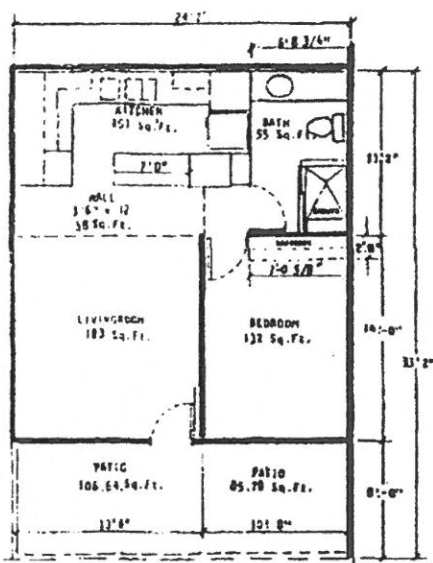
Print Name: _____ Date: _____

MUTUAL OPERATIONS

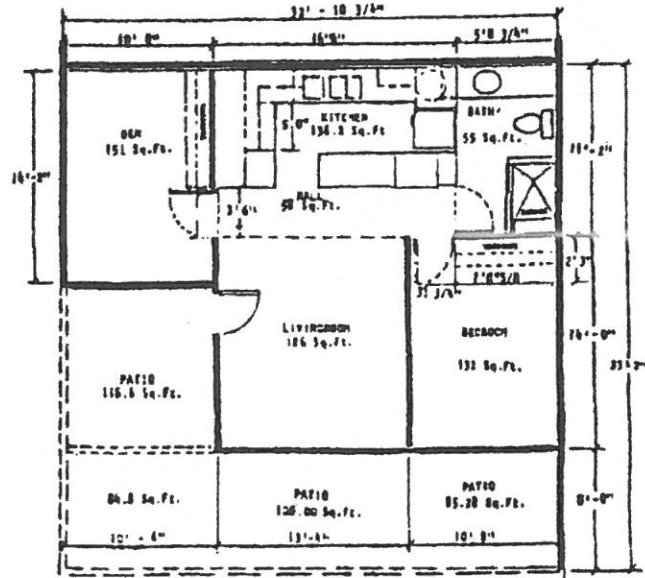
PHYSICAL PROPERTY

Flooring and Floor Covering Permits - Mutual Nine

BASIC ONE and TWO BEDROOMS



One Bedroom



Two Bedroom

MUTUAL ADOPTION:

NINE: 06-12-17

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7027.09 – TEMPORARY
RELOCATION DURING REPAIR AND MAINTENANCE
(NEW BUSINESS ITEM A)
DATE: OCTOBER 8, 2018
CC: MUTUAL FILE

At the October 8, 2018, Board Meeting, the Board of Directors will vote to adopt Policy 7027.09–Temporary Relocation During Repair and Maintenance (attached).

I move to adopt Policy 7027.09 – Temporary Relocation During Repair and Maintenance on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS

ADOPT

Temporary Relocation During Repair and Maintenance – Mutual No.Nine

WHEREAS, CA Civil Code §4775 (b) states that: “The costs of temporary relocation during the repair and maintenance of the areas within the responsibility of the association shall be borne by the owner of the separate interest affected;” and

WHEREAS, Seal Beach Mutual No. Nine’s (“Mutual”) legal counsel has advised the Mutual’s Board of Directors (“Board”) that “shall” in this context means that only shareholders are responsible for their own relocation costs during the repair and maintenance of Common Area.

Be it RESOLVED that, the Mutual shall not assume responsibility for relocating and/or housing shareholders during the repair and maintenance of Common Area.

DRAFT

MUTUAL **ADOPTION**

NINE:

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7731.09 – INTERNAL DISPUTE RESOLUTION (NEW BUSINESS ITEM B)
DATE: OCTOBER 8, 2018
MUTUAL FILE

At the October 8, 2018, Board Meeting, the Board of Directors will vote to adopt Policy 7731.09-Internal Dispute Resolution (attached).

I move to adopt Policy 7731.09 – Internal Dispute Resolution on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**ADOPT****MUTUAL ADMINISTRATION****Internal Dispute Resolution – IDR**

California Civil Code §5910 and §5915 provides that the Mutual Boards shall provide a “fair, reasonable and expeditious” procedure for resolving disputes between the Mutual and its members without charging a fee to the member participating in the process. The process is referred to as “Internal Dispute Resolution” (IDR) or “Meet and Confer.”

- (1) The member may request the Mutual Board to meet and confer in an effort to resolve a dispute. The request shall be in writing.
- (2) A member may refuse a request to meet and confer with the Board of Directors. The Board of Directors may not refuse a request to meet and confer with the members.
- (3) The Board of Directors shall designate a minimum of two (2) Board Directors to meet and confer with the member. The member may bring another person and/or legal representative to the meet and confer.
- (4) The parties shall meet promptly at a mutually convenient time and place to explain their positions to each other in an effort to resolve and dispute.
- (5) Any proposed resolution of the dispute shall be memorialized in writing and brought to the next Mutual Monthly Meeting for the Board’s consideration and final approval.
- (6) All such IDRs are considered to be confidential and may only be discussed in Executive Session.
- (7) Any final agreement between the Board of Directors and the member shall be in writing and signed by all parties.

MUTUAL
NINE

ADOPTION

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PHYSICAL PROPERTY GO OUT TO BID FOR REPLACEMENT OF LIGHTS IN CARPORTS AND LAUNDRY ROOMS (NEW BUSINESS ITEM D)
DATE: OCTOBER 8, 2018
CC: MUTUAL FILE

I move to approve/deny that Physical Property go out to Bid for the replacement of lights in carports and laundry rooms.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY OPTUM CARE AS GUEST
SPEAKER AT THE NOVEMBER 2018 BOARD MEETING (NEW BUSINESS
ITEM F)
DATE: OCTOBER 8, 2018
CC: MUTUAL FILE

I move to approve/deny that Optum Care appear as Guest Speaker at the November 2018 Regular Board Meeting.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CANCEL SPECIAL MEETINGS IN OCTOBER,
NOVEMBER AND DECEMBER 2018 (NEW BUSINESS ITEM G)
DATE: OCTOBER 8, 2018
CC: MUTUAL FILE

*I move to cancel all special (agenda) meetings scheduled in for the months of October
November and Decembere 2018.*

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CANCEL THE REGULAR MONTHLY MEETING OF
DECEMBER 10, 2018 (NEW BUSINESS ITEM H)
DATE: OCTOBER 8, 2018
CC: MUTUAL FILE

I move to cancel the Regular Monthly Board Meeting of December 10, 2018.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY AMOUNT OF ADDITIONAL GUEST PASSES FOR 2019 (NEW BUSINESS ITEM I)
DATE: OCTOBER 8 2018
CC: MUTUAL FILE

At the October 9, 2017, Board meeting the Mutual Board of Directors passed the following resolution: *RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue zero (0) **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of guest passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2018-2019.*

In accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, do hereby seek approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Mutual Board.

I move to authorize the GRF Executive Director and/or the Mutual Administration Director to issue _____ **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.

Date Board Approved: _____, 2018

Signature: _____, Print Name: _____
Board President or Secretary

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT THE CLIFTONLARSON ALLEN LLP
ENGAGEMENT LETTER FOR THE 2018 AUDIT
(NEW BUSINESS ITEM J)
DATE: OCTOBER 8 2018
CC: MUTUAL FILE

I move to accept the CliftonLarsonAllen LLP Engagement Letter for the 2018 Audit and authorize the President to sign the letter.